

MEMORANDUM

To: Shared Services Center Staff

From: Dennis Moynihan

Date: November 20, 2024

Subject: **2025 Holiday Calendar**

As in previous years, the Shared Services Center will observe an alternate holiday schedule in 2025 that is in line with the operating schedule of our colleges and the System Office. We will be working four holidays: George Washington Day, Columbus Day & Yorktown Victory Day, Election Day, and Veterans' Day, and observe these holidays and the additional hours provided by the Governor by closing December 24 – January 2, 2026. The Governor has added a total of **two** days of additional holiday leave to the 2025 schedule.

The Shared Services Center will observe the following schedule:

2025 HOLIDAY SCHEDULE

January 01	New Year's Day 2025
January 20	Martin Luther King Day (now closed)
May 26	Memorial Day
June 19	Juneteenth
July 04	Independence Day
September 01	Labor Day
November 26	Closed ½ day (Additional 4 hours from Governor)
November 27	Thanksgiving Day
November 28	Day after Thanksgiving
December 24	Closed ½ day (Additional 4 hours from Governor)
December 25	Christmas Day
December 26	Closed (Additional 8 hours from Governor)
December 29	Closed (In lieu of George Washington Day)
December 30	Closed (In lieu of Columbus & Yorktown Victory Day)
December 31	Closed (In lieu of Election Day)
January 01	New Year's Day 2026
January 02, 2026	Closed (In lieu of Veterans' Day)

2025 Holiday Schedule - General Information

The general information below will apply for all holidays when the Shared Services Center schedule does not coincide with the official state holiday calendar (copy attached) – George Washington Day, Columbus Day & Yorktown Victory Day, Election Day, and Veterans' Day. **Please note the following State Personnel Policy regarding the use and payout of holidays when an agency uses an alternative schedule.**

State Personnel Policies

1. An employee may use annual leave (or family/personal leave for VSDP employees), with the supervisor's approval, for George Washington Day, Columbus Day & Yorktown Victory Day, Election Day, and Veterans' Day.
2. Employees who resign or transfer from the Shared Services Center before January 2, 2026, will **not** be paid for any of the holidays noted between December 24 – January 2, 2026, that were worked earlier in the year.
3. If employment with the Shared Services Center begins before December 24, 2025, the employee is entitled to holiday pay December 24- January 2, 2026.
4. If an employee is on leave without pay for any portion of the day on December 24, 2025, he/she will **not** be paid for the period December 24, 2025, through January 2, 2026.